

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post  Kampala	2. Agency  State	3a. Position Number  54002
------------------------	------------------------	----------------------------------

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

## 4. Reason For Submission

- ☐ a. Redescription of duties: This position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☐ c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Human Resources Assistant - 305			
b. Other				
c. Proposed by Initiating Office	Human Resources Assistant - 305			

6. Post Title Position (If different from official title) Human Resources Assistant	7. Name of Employee
8. Office/Section Management	a. First Subdivision Human Resources Office
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee _____ Date (mm-dd-yyyy) _____	Typed Name and Signature of Supervisor _____ Date (mm-dd-yyyy) _____
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Typed Name and Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Typed Name and Signature of Admin or Human Resources _____ Date (mm-dd-yyyy) _____

## 13. Basic Function Of Position

Incumbent performs the full range of Human Resources services for Locally Employed (LE) Staff for Peace Corps and the Centers for Disease Control (CDC). Manages the portfolio for LE Staff in the General Services Office (GSO), Financial Management Office (FMO), Political/Economic Office (Pol/Econ), Marine Security Guard office, and the Health Unit.

## 14. Major Duties and Responsibilities

Recruitment of Locally Employed (LE) Staff: \_\_\_\_\_ % of Time  
25%

Prepares vacancy announcements based on updated position descriptions and drafts local newspaper advertisements; screens incoming applications; contacts candidates selected by supervisors and arranges interviews; sits in on interviews to provide HR-related guidance; initiates actions for security and medical clearances for chosen candidates; coordinates with Security Investigator for clearance process; coordinates starting date at work between the chosen candidate and supervisor; prepares letters of offer of employment ensuring training requirements are included.

GENERAL LE Staff services:

(60%)

(See Addendum 1)

(Continue on blank sheet)

**Addendum 1**

- a. Briefs new-hires and existing employees on conditions of service, salary and other benefits; processes all documents and personnel actions for employees.
- b. Separation of staff: Prepares required forms and documents for employee separations. Calculates lumpsum, annual leave and/or severance payments due. Submits necessary personnel actions to Charleston for final pay processing. In cases of death or disability, counsel with survivors/beneficiaries and employee respectively, and prepares necessary paperwork to expedite payments.
- c. Liaises with CFSC in resolving payroll problems. Ensures that employees do not exceed their annual and sick leave entitlements.
- d. Maintains and tracks employee performance evaluations for the sections under his/her portfolio. Sends out EPR, WDP and PD to raters at least eight weeks ahead of EPR due date, and follows through until they are submitted. Ensures that employee's WGI and/or promotion personnel actions where due, are submitted as soon as evaluations are received. Closely monitors employee's who are on Performance Improvement Plans, ensuring that appropriate follow up action is taken. Ensures that PD's are reviewed at least annually, and that updated PD's are kept in the shared drive for all HR staff to access.
- e. Advises HR Specialist, fellow Human Resources Assistant, Human Resources Officer and/or Management Officer on matters relating to local labor laws. Keeps up to date on host government labor legislation.
- f. Helps prepare regular and special reports on personnel issues required by the Department. This includes updating bi-annual staffing patterns for State, DAO, CDC, MCC and/or Peace Corps.
- g. Maintains Official Personnel Files (OPFs) for FSN/PSA's in GSO, IRM, FMO, Pol/Econ and MSG.

Back-up timekeeper as necessary ( 10 %)

Performs other duties as assigned. (5%)

15. Qualifications Required For Effective Performance

- a. Education  
Completion of university degree in Human Resources Management, Business Management or Business Administration is required.
- b. Prior Work Experience  
Four years of progressively responsible Human Resources work experience is required.
- c. Post Entry Training  
USG practices and procedures; FSN Position Classification and Compensation, HR Management courses PA 235, 236 and Compensation for LES (PA 232) when eligible and based on funding and space availability.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
Level IV (Fluent) oral and written English is required.
- e. Job Knowledge  
Foreign Affairs Manual (3 FAM) and Foreign Affairs Handbook (3 FAH), position classification, Local Compensation Plan, local labor laws, prevailing employment practices and the Employee Handbook; principles of HR Management as they apply to compensation, retirement, and other areas of HR Management.
- f. Skills and Abilities  
Good managerial and interpersonal skills are required. Must have a personality which inspires confidence and permits maintenance of effective working relations. Must be tactful and discreet in dealing with employees and host government officials. Must be able to draft cables, letters and correspondence in English. Must be familiar with Microsoft office applications, Word, Excel and Powerpoint. Keyboarding skills that include both speed and accuracy are required.

16. Position Element

- a. Supervision Received  
Position is directly supervised by the HR Specialist with added assignments from the Human Resources Officer and Management Officer.
- b. Supervision Exercised  
None.
- c. Available Guidelines  
3 FAM, 3 FAH, Bureau of Human Resources policies, Office of Personnel Management, local compensation plan, standardized regulations, Department guidance and cables regarding regulations governing personnel policies.
- d. Exercise of Judgment  
Must exercise judgement and discretion in handling and dissemination of HR files to ensure privacy rights of employees. Must carefully apply and interpret policies and regulations for employees and must be able to prioritize work.
- e. Authority to Make Commitments  
None.
- f. Nature, Level, and Purpose of Contacts  
Interacts with employees at all levels of all agencies providing information and interpreting regulations. Some contact at working level with host country ministries, officials and service providers.
- g. Time Expected to Reach Full Performance Level  
One year.